

AGENDA

Wednesday, June 19, 2013

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Rivera

Staff Liaison: Bob Hall, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of May 15, 2013

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on the job specification revisions for the position of **Facilities Maintenance Supervisor** in the Public Works Department amending the City's Classification Plan.

For questions, please contact Sandy Henderson at (714) 960-8828

Recommended Action:

Approve the job specification revisions of the position of **Facilities Maintenance Supervisor** in the Public Works Department amending the City's Classification Plan.

b. Discussion regarding proposed new job classification of **Community Services Specialist** in the Community Services Department amending the City's Classification Plan.

Recommended Action:

Approve the new job classification of **Community Services Specialist** amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. INFORMATION ITEMS

- Grievance Report - June 2013

9. NOMINATIONS FOR ELECTION OF CHAIR AND VICE-CHAIR

Nominations will be accepted for election of chair and vice-chair. Motion to elect will be held during the July 17, 2013 meeting in compliance with Huntington Beach Municipal Code 2.72.080.

10. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of July 17, 2013.

ITEM # 4

MINUTES

Wednesday, May 15, 2013

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on June 19, 2013
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Clemens called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Clemens, Elford, Inglee, Rivera

Commissioners absent: Bush

Others Present:

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Inglee and seconded by Commissioner Elford to approve the minutes for the May 15, 2013 meeting.

VOTE:	The motion was carried
AYES:	3
NOES:	0
ABSENT:	1
ABSTAIN:	1 - Rivera

PUBLIC HEARING

- a. Approve the job specification revisions of the position of Administrative Environmental Specialist in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Inglee and second by Commissioner Rivera to approve the revised job specification as amended.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1

LABOR RELATIONS UPDATE/SECRETARY'S REPORT

Michele Warren, Human Resources Director, was not present at the meeting; however, she provided a memo regarding the labor relations update and secretary's report.

In summary, Ms. Warren reports that the City is continuing active negotiations with MEA (Municipal Employees Association) and MEO (Management Employees Organization). The City is currently in process of scheduling dates to meet with POA (Police Officers Association), HBFA (Huntington Beach Firefighters Association), SCLEA (Surf City Lifeguard Employee Association), and MSMA (Marine Safety Management Association).

Ms. Warren provided an overview of the procedure used to fill vacancies on the Personnel Commission. She also reported the Personnel Commission Bylaws will be provided to the City Council for approval and adoption at the time the City Council makes its appointments to the Personnel Commission for the 3 eligible seats currently available.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:44 PM to the next regularly scheduled meeting of June 19, 2013.

ITEM # 5



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF FACILITIES MAINTENANCE SUPERVISOR
DATE: JUNE 19, 2013

In an effort to better address the City's facilities maintenance needs, the Public Works Department is seeking to restructure the facilities maintenance section by creating a new job classification of **FACILITIES MAINTENANCE SUPERVISOR**. The **FACILITIES MAINTENANCE SUPERVISOR** classification is recommended to be compensated at pay grade 576 and will be represented by the Management Employees Organization (MEO).

This newly created classification will supervise plumbing, electrical, and facilities maintenance personnel. In addition to supervising the Facilities Maintenance section, the position will be responsible for developing and managing bid specifications for supplemental maintenance services contracts. The scope and breadth of responsibility is similar to other first-line supervisors of skilled and non-skilled personnel (e.g. Fleet Operations, Water Distribution, Wastewater, Street Maintenance). The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of other existing classifications, there are none that fully encompass the scope of duties and/or require the specific skills set necessary to perform the work of the proposed classification. The new classification will be established at the same pay grade of other similar supervisors.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Public Works Department and a review of similar internal and external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title	Facilities Maintenance Supervisor
Proposed Pay Grade:	576
Affected Employees:	None
Action:	Approve recommended job classification

Att: Facilities Maintenance Supervisor Job Class Specification

Cc: T. Hopkins, Public Works Director
J. Thompson, General Services Manager
T. Graham, MEO President

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FACILITIES MAINTENANCE SUPERVISOR

PERSONNEL COMMISSION APPROVAL: JUNE 19, 2013

COUNCIL APPROVAL:

JOB CODE:	XXXX
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

JOB SUMMARY

Under general direction, plans and supervises the facilities maintenance program for City buildings, facilities, and equipment.

SUPERVISION RECEIVED AND EXERCISED

Reports to: General Services Manager

Supervises: Skilled and non-skilled trades, clerical support staff, and contract personnel

DISTINGUISHING CHARACTERISTICS

This single-position classification is responsible for exercising supervisory authority over crews assigned to facilities maintenance operations. It is distinguished from the Crew leader class in that the latter determines standard daily work priorities, issues routine assignments, and provides on-the-job instructions for personnel while the supervisor is responsible for the oversight of all work crews, maintenance activities and contracted services.

EXAMPLES OF ESSENTIAL DUTIES

- Plans and supervises the activities for the facilities maintenance work group in the service, repair and maintenance of various City buildings and facilities; sets project priorities and allocates labor, materials, and equipment as necessary
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies
- Evaluates work methods to ascertain proper and efficient use of machinery, tools and labor; checks on cleanliness and safety procedures and instructs employees in

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FACILITIES MAINTENANCE SUPERVISOR

technical and safety procedures

- Implements and maintains safety programs; conducts meetings and instructs subordinates on shop and equipment safety, tool uses, equipment upgrade projects, and other related topics
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground storage tanks and facilities, recycling, etc.; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Researches data, operational brochures, and regulations; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services, and activities of facilities maintenance management
- Laws, rules and regulations pertaining to building trades and facilities management operations
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices and equipment used in facilities maintenance and repair programs
- Principles and practices of supervision

Ability to:

- Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in facilities maintenance

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FACILITIES MAINTENANCE SUPERVISOR

- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Operate computers
- Meet productivity demands
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: High school diploma or equivalent, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in building trades and/or other directly related subjects. Associate's degree preferred.

Experience: Five (5) years experience in facilities maintenance including two (2) years experience in a lead or supervisory role.

Certification/License: A valid California Class C driver's license and an acceptable driving record are required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office or repair shop environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes,

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FACILITIES MAINTENANCE SUPERVISOR

pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. June 2013

DRAFT



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF COMMUNITY SERVICES & RECREATION SPECIALIST
DATE: JUNE 19, 2013

The Community Services Department is seeking to create a new position with knowledge of community services and recreation programs to perform a variety of administrative and program support tasks. This position provides oversight for select community services personnel and has broad latitude in overseeing and managing diverse community services & recreation programs. The **COMMUNITY SERVICES & RECREATION SPECIALIST** will be established at pay grade 467 and represented by the Municipal Employees Association (MEA).

The primary responsibility of the new position will be to assist in developing, implementing and administering a broad range of community services programs. The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of existing classifications, there are none that require the specific skill set necessary to perform the work of the proposed classification.

The City and MEA have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Community Services Department and a review of similar internal and external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title	Community Services & Recreation Specialist
Proposed Pay Grade:	467
Affected Employees:	None
Action:	Approve recommended job classification

Att: Community Services & Recreation Specialist Job Class Specification

Cc: Janeen Laudenback, Acting Director of Community Services
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES & RECREATION SPECIALIST

PERSONNEL COMMISSION APPROVAL: JUNE 19, 2013

COUNCIL APPROVAL: SEPTEMBER XX, 2013

JOB CODE:	XXXX
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs a variety of administrative duties related to Community Services operations, including assisting in the development, implementation and administration of a broad range of community services programs; assists in the maintenance of assigned work site; provides oversight for a variety of recreation and sports facilities; oversees the work of part-time/seasonal/recurrent staff.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification responsible for oversight, development, implementation and administration of a variety of community services activities and events. This classification is distinguished from the Community Services Recreation Coordinator position in that this classification functions primarily in an administrative support capacity and the latter has direct significant responsibility for program development, supervision and/or advanced and complex administrative functions.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, oversees and implements a variety of community services programs, events and activities; assists in developing, scheduling and administering community services special events; responds to inquires from the public regarding programs and facilities;
- Performs a variety of general administrative support duties, including filing and copying; prepares routine correspondence and reports, composes flyers, schedules of events, pamphlets and brochures, operates a personal computer and uses applicable software to maintain records, prepare reports and other written material;
- Coordinates event arrangements and equipment needs; evaluates and facilitates special requests; oversees a variety of recreation and sports facilities; arranges and operates a variety of recreational equipment; identifies maintenance and safety issues; conducts visual facilities and equipment audits; submits facilities

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES & RECREATION SPECIALIST

maintenance requests, ensures program facilities are in compliance with City, County and State regulations;

- Applies and interprets City policies and procedures; communicates program regulations and requirements to staff and the public;
- Accounts for and processes program revenues and records; processes a variety of program registration, facility rental, and other activity and event applications;
- Assists in monitoring of supplies and equipment to maintain adequate program inventory; prepares cost estimates, monitors and controls expenditures;
- Assists in the recruitment/selection/evaluation of part-time/seasonal/recurrent employees; oversees, schedules, trains and evaluates part-time/seasonal/ recurrent staff and volunteers; provides technical assistance to staff;
- Coordinates required safety training as needed; performs basic first aid and assists in emergency situations when required; and, performs related duties and responsibilities as required within the scope of the classification.
- Drive a vehicle on City business.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of community services program development, marketing, and implementation
- Procedures for maintaining a variety of recreation and leisure activities and programs through community participation
- Recent developments and information related to community services
- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws, codes and safety regulations.

Ability to:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES & RECREATION SPECIALIST

- Assist in organizing and coordinating a variety of duties related to playgrounds, facilities, recreation, events and other community services programs
- Recommend and implement goals and objectives for providing community oriented programs
- Elicit community and organizational support for community services programs
- Maintain accurate records, record and retrieve information; write reports
- Operate personal computer and standard software applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing

Education: Two (2) years' (60 semester units or 90 quarter units) college-level coursework in recreation administration, physical education, kinesiology, human services or other directly related field. Associate's degree (from an accredited college) is preferred.

Experience: Two (2) years' increasingly responsible recreation or community services experience, preferably in a municipal government environment.

Licenses/Certifications: Due to the performance of field duties requiring operation of a vehicle, a California Driver's License and an acceptable driving record may be required. Incumbents must complete Advanced First Aid and CPR training within first six months of hire.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment combined with outdoor locations. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Employees regularly assigned/required to drive a city vehicle (or a personal vehicle on city business) in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.